18 January 1978

MEMORANDUM FOR THE RECORD

25X1A   FROM: ██████████████████

SUBJECT: Recommended Content for Options of the DATP   (C)

1. (C)   After reviewing the comments provided by each of the DDA Personnel Panel members on their perceptions and desires for the DATP, the two options outlined in the 14 December 1977 memo have been discussed with ADTR. In an effort to put some substance to the general themes of the two options, opinions and guidance were solicited of the Chief, Intelligence School (C/IS) and his staff on formulation of the program. The following summary for each of the two options represents a consensus of the undersigned and C/IS as to course content. It is also felt that the basic expectations of each of the Offices of the DDA for the DATP will be met by one of the two options. In neither case will all of a particular Office's desires for the DATP be fulfilled, but the compromise offered is considered the best available considering such factors as time, budgetary restraints and personnel resources.

2. (C)   In regard to the first option discussed in the 14 December 1977 memo, the shorter version for newly hired junior professionals could be achieved by using primarily two existing OTR courses in a somewhat expanded format: Introduction to CIA and the DDA Trends & Highlights. It is considered that these two courses as a package, along with a limited amount of on-site orientation provided by the participating Offices of the DDA, would meet the basic objectives of the first option.

3. (C)   In respect to the second option discussed in the 14 December 1977 memo, the following summary is recommended: As a means of providing formalized management training for the DATP, the following OTR courses and workshops will form a nucleus around which the eight Offices of the DDA will develop their particular orientations. By scheduling this package of courses in the early portion of the program, the principles and techniques of supervision and management which are covered will provide not only a valuable foundation for the remainder of the program, but will prepare the participants for future managerial positions:

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A. Effective Written English - 2 1/2 to 3 days

B. Intelligence Briefing Course - 2 1/2 to 3 days

C. Fundamentals of Supervision and Management - 5 days

D. Survey of Financial Management/CIA Financial Systems - combine into a 4-day course

E. Personnel Evaluation Workshop - 2 days

F. Personnel Management - 2 days

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G. ██████████ "Preference and Perception Inventory" - to be used as a tool to stimulate self awareness as managers and their environment.

4. (C) This package of management courses would comprise approximately four weeks of the total 10-12 week program. Around this nucleus, a general orientation of the DDO, DDS&T and NFAC would be programmed consisting of approximately three days devoted to each directorate. OTR in conjunction with DDO developed a five-day Operations Directorate Orientation course which had an initial running 28 November-2 December 1977.

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In speaking with ██████████, the original course coordinator, he felt that with some modification and concentrating strictly on the DDO, the course could be adapted to a three-day presentation. It is understood that NFAC currently has a three-day orientation course which could be reviewed for inclusion if considered appropriate. ██████████ of NFAC   25X1A
is cognizant of the three-day course. It is felt that DDS&T could provide a similar offering possibly drawing on pertinent portions of their Career Development Course. According to the Training Officer of DDS&T, they currently have a two-day orientation course that in all probability could be tailored to the DATP.

5. (C) The remaining portion of the DATP would consist of the in depth look at the DDA. This phase, developed by each of the Offices, would total approximately five weeks. Through a combination of seminars/lectures/orientation briefings in selected elements of their particular disciplines, a program would be put together whereby all the subgroup careerists would gain a fuller appreciation for the missions of all

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Offices of the DDA and how they function. If considered
appropriate, a case study requiring the use of problem
solving techniques and application of management theory
derived from the first segment of the program would be
scheduled. This would be a joint venture of all the
Offices.

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6.   (C) The following areas of interest should be
considered for inclusion in the respective presentation
by each Office:

A.   Office of Communications - Two days covering
an OC overview; programming and budgeting; the Commo
field operation; ███████████████████████; tour of
headquarters communications facilities; and planning
for future requirements with current state of the art.

B.   Office of Data Processing - Four days consisting
of an introduction to data processing concepts, terminology
and methodology; Management Applications Development/
General Accounting System/Soviet Cost Analysis Model;
Telemetry Analysis and Display/Support for Analysts
File Environment/COMIREX Automated Management System;
managing ODP growth in terms of budgetary and space
restrictions and the future of minicomputers.

C.   Office of Finance - Four days wherein insight
is provided about Office of Finance's statutory obligations
to DCI; Accounts Division and Plans and Systems Staff;
Audit and Certification Division; Compensation Division;
Monetary Division and Liaison Program.

D.   Office of Logistics - Five days covering supply
management; transportation and procurement; printing
and photography; logistics services and real estate
and construction.

E.   Office of Medical Services - Two days providing
an OMS overview and presentations by selected components
such as Field Operations, Psychological Services Staff,
etc.

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F.   Office of Personnel - Four days covering recruitment and placement; plans and review; position management and compensation; special programs such as retirement, outplacement and insurance; personal affairs and contract personnel.

G.   Office of Security - Four days looking at the missions, functions and basic policies of the Office; personnel security programs; compartmented security; computer security; technical security countermeasures; physical security; industrial/contract security; FOIA and Privacy Act and security programming for DDO, NFAC and DDS&T.

H.   Office of Training - Two days covering OTR overview; a look at the Services Staff; Career Training Program; Intelligence Training; Functional Training and the Language School.

In each of the above Office presentations, it is hoped that the Office Director or Deputy would provide appropriate closing remarks.

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